

Application Instructions and Application Requirements
for
Approval to Construct and/or
Provisional Verification of General Permit Conformance **
Water/Wastewater Facilities

**** This application constitutes the Notice of Intent to Discharge referenced by R18-9-A301.B.**

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1. **Project Name** - must be the **same** as on the engineered plans.
Project Description - a description as you want it to appear on the Approval to Construct and/or Provisional Verification of General Permit Conformance for Water/Wastewater Facilities certificate.
2. **System information required:**
Water Supply Provider - name of public water system approved by MCESD.
Water PWS # - public water system number.
Sewage Collection System Owner - name of sewage collection owner.
Facility Name - name of sewage treatment facility.
Sewage Treatment Facility Owner - name of owner of treatment facility.
3. **Quantity:**
number of water and sewer connections.
waterline and sewer line - linear feet and diameter of lines, **totaled**.
Site, Section, Twn, Range - information can be located in the Phoenix Metropolitan Street Atlas.

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4. **Name of Project Engineer** - registered engineer who is the contact person for project. (Please print name)
Phone Number, Fax, Email Address – phone number and email address for each contact engineer.
Name of Project Engineer's Firm or Corporation - a registered engineer firm that employees the project engineer, must include mailing address.
5. **Applicant Name** - must be a person with fiduciary responsibilities associated with the "Affiliation", if any.
(Please print name)
Company Name - examples: Project owner, Corporation, Home Owner Association, Municipality or any legal entity.
Job Title - examples: Owner, President or Vice President of Corporation/Home Owner Association, City/Town Manager.
Mailing Address, City, State, Zip Code - location of applicant, P.O. BOX NOT ACCEPTABLE.
Phone number, fax number – applicant's phone and fax number.
6. **Authorization** - The applicant must sign. The engineer can not sign unless there is a letter of authorization.

Minimum Requirements

- _____ Transmittal cover letter explaining request and listing attachments.
- _____ Completed Application for Approval to Construct and/or Provisional Verification of General Permit Conformance for Water/Wastewater Facilities form.
- _____ Engineered plans for review, sealed and signed (1 copy).
- _____ Engineering plan review fee - refer to Subdivision Infrastructure and Planning Program Fee List.
- _____ For water lines: design report and calculations that are signed and sealed by an engineer.
- _____ For sewer lines:
 - _____ a signed statement by owner of sewage treatment facility and/or the owner of the sewage collection system affirming compliance with R18-9-E301.C and verification of operation and maintenance plan (including a 24 hour emergency phone number) if project has a design flow of more than 10,000 gallons per day.
 - _____ design report and calculations that are signed and sealed by an engineer.

*** The Department reserves the right to request any other information ***

If you have any questions call Cindy Furze at 602-506-1058 or Barbara LaSota at 602-506-6675, fax number 602-506-5813.